



ACADEMIC STANDARDS AND CURRICULUM REVIEW COMMITTEE

Minutes

Teams Meeting – 02/12/25 at 4:00 p.m.

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

In attendance:

- | | |
|---|--|
| <input checked="" type="checkbox"/> John Hartman (Chair) | <input checked="" type="checkbox"/> Stephanie Hunthausen |
| <input checked="" type="checkbox"/> Phillip Sawatzki (Vice Chair) | <input checked="" type="checkbox"/> Robyn Kiesling |
| <input type="checkbox"/> Sandra Bauman | <input checked="" type="checkbox"/> Amy Kong |
| <input checked="" type="checkbox"/> Keri Jaynes | <input checked="" type="checkbox"/> Bryon Steinwand |
| <input checked="" type="checkbox"/> Sarah Dellwo | <input checked="" type="checkbox"/> Bill Hallinan |
| <input checked="" type="checkbox"/> Debra Rapaport | |
| <input checked="" type="checkbox"/> Tod Dumas | |

Recorder: Kylie Carr

I. Call to Order

John Hartman convened the meeting at 4:00PM.

II. Review of Minutes from previous meeting

Phillip moved to approve the minutes as read from 1/22/25, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

III. Old Business:

A. Database (Bryon S)

There are a couple of people who are having some issues with pathways. Bryon created testing pathways to see what was going on. He is asking people to work through the issues on the test pathways in order for him to work out the issues.

IV. New Business:

A. Curriculum Changes

a. Revision to AST172



The credits are changing in this course by decreasing it by 1. Again, course fee is removed and the pre-requisite requirements were updated for 103 and 108.

Tod moved to approve the revision of AST172, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Revision to AST270

Changed the pre-requisite text is all for this course.

Tod moved to approve the revision of AST270, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Revision to AST114

Removing the course fee again for this course. Making the safety course a pre-req requirement because it is a course that should be passed before moving on in the program.

Tod moved to approve the revision of AST114, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. Revision to AST160

Removing the course fee and updating the pre-requisite requirements.

Tod moved to approve the revision to AST160, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

e. Revision to AST103

Dave removed the course fee from this class. Also fixing little mistakes like removing the T from M111.

Phillip moved to approve the revision to AST103, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

f. Revision to AST220

Removed the fee and clean up again to the pre-requisite courses. Removed the T from M111 as well.

Phillip moved to approve the revision of AST220, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

g. Revision to WLDG107

Stephanie and Cody changed the learning outcomes. Took out 3 of them because this course is only 2 credits related around safety. The course description was also changed to make it not so specific to certain pieces of equipment, and this will also help when it is offered for dual credit students.

Amy moved to approve the revision of WLDG107, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

h. Revision to AST130

Added the C- or better in 103, the safety class. Cleanup on removing the T from M111. The fee was not removed, so John was able to remove that.

Tod moved to approve the revision of AST130, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

i. Revision to AST274

This was a course description revision because there was one specific part that they are planning to no longer teach in this course. Does not change any of the learning outcomes.

Tod moved to approve the revision to AST274, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

j. Revision to AST108

Removed the course fee because the program is now only using a program fee. Also updated the pre-requisite text to clean it up.

Tod moved to approve the revision to AST108, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

k. Revision to AVMT225

Going through a huge curriculum change for the program. These are the second-year courses going it affect Fall of 2026. Learning outcomes were

updated and the credits were changed as well. They also changed the titles to match the new curriculum. They are changing the language of the outcomes to match the FA requirements, but reducing the language because it the FA outcomes are up to 70.

Phillip moved to approve the revision of AVMT225, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

l. Revision to AVMT230

The title changed, and credit changed to align with the other courses. Again, condensing the outcomes from 6 to 3 and changing the language to match the FA requirements.

Phillip moved to approve the revision of AVMT230, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

m. Revision to AVMT235

This is the first class in the spring semester for 2nd year aviation. Again, changing the language to match the FA requirements. No credit change needed as this one did not have any half credits.

Phillip moved to approve the revision of AVMT235, Keri seconded the motion. All in favor, none opposed, none abstained: motion carried.

n. Revision to AVMT237

This is the second class of the spring semester for second year aviation. Again, changing the language to match the FA requirements. No credit change needed.

Phillip moved to approve the revision of AVMT237, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

o. Revision to AVMT255

Again, changing the language to match the FA requirements. No credit change needed. Did change the title and upped the credits because they are combining more than one class.



Bill moved to approve the revision of AVMT255, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

p. Inactivation of AST118

This course is now been taught as two separate courses (AST 114 Brakes and AST 220 Suspension and Steering) for several years now. It is a course that has been not used for many years now.

Keri moved to approve the inactivation for AST118, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

q. New Course: AVMT233

Creating a new course because the program needed a third course in the first semester of second year to complete the reciprocating engine curriculum. This is 5 credits to align with the rest and the block schedule.

Phillip moved to approve the new course AVMT233, Bill second the motion. All in favor, none opposed, none abstained: motion carried.

B. Pathway Changes

a. Pathway: Powerplant Aviation Maintenance Technology (CAS)

The changes to this pathway are the new courses being added and the credit updates. The students would take the first, fourth, and fifth semester of this program to just get a license in powerplant maintenance. A fall designation needs to be added to the second semester, and Bryon was able to fix that.

Keri moved to approve the Powerplant CAS, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

b. Pathway: Airframe Aviation Maintenance Technology (CAS)

This is the common 1, 2, and 3 semesters to work through the airframe parts of the program. A student can just come and get a license to just work on the airframe of an airplane. Changes are the new courses and credits that were changed to match the FA requirements.

Phillip moved to approve the Airframe CAS, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

c. Pathway: Aviation Maintenance Technology (AAS)

This is still a working progress pathway because they are waiting for some of the new courses to still be approved at the registrar level. The credits align with the block schedule now and lowered to 88 credits total. Now when the FA changes their outcomes, it will be easier for them to make those changes in the outcomes as well.

Keri moved to approve the AAS, Phillip seconded the motion. All in favor, none opposed, none abstained: motion carried.

d. Pathway: Applied Mathematical Sciences Transfer to MT Tech

Deferred until next meeting.

e. Pathway: Applied Mathematical Sciences Transfer to MT Tech PT

Deferred until next meeting.

f. Pathway: Automotive Technology (AAS)

The only change made on this pathway was credits. Since the course AST172 went from 5 to 4 credits.

Bill moved to approve the changes to the AAS pathway, Tod seconded the motion. All in favor, none opposed, none abstained: motion carried.

g. Pathway: Diesel Technology (AAS)

After their advisory board meeting, they have decided to change the orders of DST255 and DST142. DST255 is now offered in the first semester and DST142 in the third. Hydraulics is a hard concept, so they wanted to teach it later in the program.

Tod moved to approve the changes to the AAS pathway, Amy seconded the motion. All in favor, none opposed, none abstained: motion carried.

h. Pathway: Diesel Technology CAS

Hydraulics will no longer be offered because of the switch in semesters. This pathway now has students taking DST255 brakes and undercarriage.



Tod moved to approve the changes to the CAS pathway, Bill seconded the motion. All in favor, none opposed, none abstained: motion carried.

C. Certificates/Programs to be placed on Moratorium

- a. AAS Cloud DevOps
- b. CAS IT Help Desk
- c. CTS ServiceNow Administration and Development
- d. CTS Web Design

These programs are going to be paused, not canceled. The documents for this are posted in the Teams. Enrollment is struggling and so they added many different programs. They hoped with these added, it would up their enrollment in the program but it did not. They are deciding next year that this program is going to just focus around the AAS. These officially went to OCHE today for approval.

Bill moves to motion the bundle of these course, seconded by Tod. All in favor, none abstained: motion carried. Phillip moves to approve the Moratorium of these programs, Amy seconds. All in favor, none opposed, none abstained: motion carried.

V. Next Meeting: February 26, 2025 @ 4 pm (Teams)

Will go over the rest of the pathways not finished today. John has some more items that he forgot to add to this meeting. There will also be other course and pathways ready to be reviewed at the next meeting.

VI. Adjournment

The meeting adjourned at 5:05PM. Tod made a motion to adjourn, and Phillip seconded the motion.